



Director of Developmental Disabilities Services

Payroll Title: IDD Administrator
(\$4,769 to \$8,585 per month DOE)

The Department of Intellectual and Developmental Disabilities (DIDD) is seeking to fill a newly established position for the Director of Developmental Disabilities Services. This position is located in the DIDD Central Office, Citizens Plaza Building, 400 Deaderick Street, 10th Floor, in downtown Nashville, Tennessee. Working hours are 8:00 a.m. to 4:30 p.m. Central Time, Monday through Friday.

Job responsibilities include providing information, recommendations, guidance and support to DIDD leadership regarding national evidence based best practice for services and supports for people with developmental disabilities regarding person centered practices, quality assurance, rights issues and funding strategies. The person in this role will help to lead DIDD and the statewide system in the implementation of services for Tennesseans with Developmental Disabilities (DD), including collaboration with other state agencies and stakeholders and providers in developing future programs for people with Developmental Disabilities.

Research and policy development for Developmental Disabilities Services based on national evidence based best practice and identifying issues unique to the DD population and different from the Intellectual Disabilities (ID) population currently served is an essential component of the job responsibilities. This person will represent DIDD as an expert on developmental disabilities on the Developmental Disabilities Planning and Policy council and assist in identifying a robust leadership to champion services for people with DD.

This person will gather input on program standards and design for DD programs and assist in developing provider capacity through the provision of technical assistance and training, represent DIDD on committees, councils, grant partnerships, and other state agencies on DD matters as assigned.

Statewide overnight travel is required and a valid driver license is required.

KNOWLEDGE AND SKILLS: Skills needed for current position include strong knowledge of frequently used computer programs (Microsoft Office, Excel, and PowerPoint). This position will be filled with a person who has the ability to manage multiple projects in a timely manner, computer and Internet research skills, collaborate positively with multiple stakeholder groups, possess excellent verbal and written skills, organize and prioritize assignments, work independently and have flexibility in their work schedule.

EDUCATION AND WORK EXPERIENCE: Graduation from an accredited college or university with a bachelor's degree **AND** 5 years of experience including prior management experience; **or** any combination of education and experience related to persons with developmental disabilities providing an equivalent background.

Anyone interested in applying for this position should send their resume and proof of education to Alex.heart@tn.gov inquiries may call (615) 253-2381. The deadline for submitting resume and proof of education is **Thursday, June 30, 2016** or until filled.

The State of Tennessee is firmly committed to the principle of fair and equal employment opportunities for its citizens, and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination or illegal harassment in the workplace. It is the state's policy to provide an environment free of discrimination or harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status, gender identity, sexual orientation, or any other category protected by state and/or federal civil rights laws.